



Mana Charity Whistleblowing Policy

Mana Charity is committed to the highest standards of honesty, integrity and accountability. We encourage all staff, volunteers and partners to raise concerns about wrongdoing or poor practice without fear of reprisal.

This policy provides a clear process for reporting genuine concerns (“whistleblowing”) about misconduct, risks or breaches of our duty of care including safeguarding, financial mismanagement, discrimination or unsafe practices.

This policy applies to:

- All staff, volunteers, trustees and contractors working with Mana Charity.
- All programmes, partnerships and activities run or supported by Mana Charity.

It covers concerns that are in the public interest, such as:



- Safeguarding risks or neglect of vulnerable adults.
- Criminal offences (e.g. theft, fraud, abuse).
- Health and safety risks or dangerous practices.
- Discrimination, bullying or harassment.
- Breaches of confidentiality or data protection.
- Concealment of any wrongdoing.

Personal grievances (e.g. employment disputes) should instead be raised through the appropriate HR or grievance procedure.

Mana Charity is committed to:

- Listening to and acting on all genuine concerns.
- Treating every disclosure seriously, confidentially and sensitively.
- Protecting anyone who raises a concern in good faith from victimisation or unfair treatment.
- Investigating all reports promptly and transparently.



You will not be penalised, dismissed or disadvantaged for raising a legitimate concern - even if it turns out to be unfounded.

How to Raise a Concern

You are encouraged to raise concerns as soon as possible if you believe wrongdoing has occurred, is occurring, or is likely to occur.

Step 1 – Internal Reporting

Raise your concern verbally or in writing to your:

- Line Manager or Programme Lead, or
- Designated Safeguarding Lead (DSL): Emily Hyland
(emily@manacharity.com)

Step 2 – Escalation

If you feel unable to raise the matter internally, or if you believe the concern is not being addressed appropriately, you may contact:

- Chair of Trustees (trustees@manacharity.com), or



- Independent external body, such as:
 - The Charity Commission
 - Care Quality Commission (CQC)
 - Local Authority Safeguarding Board

Confidentiality

All concerns will be handled in strict confidence.

Your identity will only be shared with your consent or where legally required (for example, if a safeguarding disclosure must be reported).

Anonymous reports are accepted, though investigations may be limited without further information.

Investigation Process

1. The concern is acknowledged within 5 working days.
2. The matter is reviewed by the DSL or senior management.
3. Where necessary, an investigation plan is agreed and evidence collected.



4. Outcomes and any actions taken are documented and communicated appropriately.

Where a criminal offence is suspected, the matter will be referred to the police or relevant statutory authority.

Protection Against Retaliation

Mana Charity strictly prohibits retaliation against anyone who raises a concern in good faith. Any attempt to victimise or intimidate a whistleblower will be treated as a serious disciplinary matter.

Malicious or False Allegations

If it is found that an individual has deliberately made a false or malicious claim, appropriate disciplinary or volunteer action will be taken.

Monitoring

This policy is reviewed annually or following any major incident, legal update or organisational change.



Monitoring: This policy was last reviewed on 15th June 2025.

Signed:

Board of Trustees

A handwritten signature in black ink, appearing to read "Ehyland".

Emily Hyland

A handwritten signature in black ink, appearing to read "A Stalker".

Alexandra Stalker

A handwritten signature in black ink, appearing to read "R Forster".

Rachel Forster